

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DIRECTOR OF ENVIRONMENTAL HEALTH**

Jurisdictional Class: **Competitive**
Date Adopted: **Jan. 1, 1998 (new)**
Date Revised: **7/14/00 (Spec. Reqmt); 4/14/03 – title change from Sup PH Sanitarian**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **19**

DISTINGUISHING FEATURES OF THE CLASS: A Director of Environmental Health supervises the environmental health unit of a Public Health Department. The incumbent works under general supervision of the Department Administrator and has considerable latitude and independence in performance of his or her duties, assisting the Administrator in environmental health planning, program analysis and management. The Director of Environmental Health is responsible for training and supervising subordinate personnel as well as keeping environmental health records and insuring that the unit operates in compliance with all applicable laws and regulations, and with all county and departmental policies and procedures. The position is distinguished from Public Health Sanitarian by supervisory responsibilities. However the incumbent may also perform all the duties of a Public Health Sanitarian, particularly in more difficult or complex cases. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and executes one or more environmental health programs;
Prepares schedules and assignments and reviews and supervises the work of Public Health Sanitarians and Technicians; Interprets laws, regulations and laboratory reports;
Prepares reports and recommendations on administrative, fiscal and technical issues;
Inspects food handling establishments, water supplies, sewage disposal systems, bathing beaches and swimming pools, refuse disposal sites, x-ray installations, temporary and permanent residences and farm labor camps;
Conducts pollution and soil percolation studies;
Studies present and proposed local regulations to determine conformity with the state Sanitary Code;
Serves as an environmental health consultant to local jurisdictions and agencies;
May collect food, water, air, soil and other samples for laboratory examination;
May testify at enforcement proceedings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern scientific inspection methods and environmental health principles;
Good knowledge of environmental health laws, rules and practices;
Ability to keep prepare reports, keep records and train and supervise others, prepare and deliver effective presentations, secure the interest and cooperation of civic groups and officials, and develop good public relations.
Initiative, dependability, tact, courtesy and sound judgment.

Last Reviewed: 04/14/03

Last Updated: 7/14/00 (Spec. Reqmt); 4/14/03 – title change from Sup PH Sanitarian

Reviewed By: n/a

Last Reallocated: n/a

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MINIMUM QUALIFICATIONS:

Either:

- (A) Graduation from an accredited college or university with a bachelor's degree in environmental health, public health or biological sciences and two (2) year's experience in a supervisory position in a public health agency, **OR**
- (B) Graduation from an accredited college or university with a bachelor's degree in biological sciences AND two (2) years experience as a public health sanitarian AND two (2) year's experience in a supervisory position, **OR**
- (C) An equivalent combination of training and experience as determined by the limits of (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENTS:

1. Incumbent must have completed a prescribed training course approved by the New York State Department of Health; **AND**
2. This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.